DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc frp: May 2010
IN REPLY REFER TO
BUMEDNOTE 6320
M3/5HCS5
20 May 2009

BUMED NOTICE 6320

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: INTERIM CHANGE TO BUMEDINST 6320.66E, GRADUATING INTERNS AND
         RESIDENTS PRIVILEGING PROCESS

Ref: (a) BUMEDINST 6320.66E

Encl: (1) Sample Intern Letter
          (2) Sample Resident Letter
          (3) Sample Dental Letter

1. Purpose. To implement new process for the Navy intern or residency graduate, upon
graduation from a Navy training program.

2. Background. Previous process of privileging graduates at the training command prior to
transfer is an onerous process, and does not add value for the gaining command.

3. Action. Commands receiving Navy graduates, e.g., interns, residents shall grant the Navy
Medical Staff Appointment with clinical privileges per reference (a).

    a. Navy training commands shall initiate Performance Appraisal Report (PAR) 90 days
prior to graduation date. Enclosures (1) through (3) are included as sample letters that training
commands can use as a supplement to the PAR.

    b. When the training command's Medical Staff Services Professional (MSSP) receives the
PAR, it will be uploaded into the Centralized Credentials Quality Assurance System (CCQAS)
database, with other pertinent competency documentation/information. The goal is to complete
this process 60 days prior to the graduation date.

    c. Thirty days prior to graduation, the CCQAS credential record and hardcopy file will be
transferred to the gaining command. The training command graduate "check-out" process will
include assisting the provider in completion of the CCQAS E-Application, and providing the
provider with the gaining command's MSSP contact information.

    d. The gaining command will complete the privileging process upon receipt of all necessary
credentials information.

4. <u>Sample Formats</u>. Word versions of enclosures (1) through (3) are available at: http://navymedicine.med.navy.mil at the forms tab.

5. <u>Cancellation Contingency</u>. Retain until incorporated into reference (a).

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Distribution is electronic only via the Navy Medicine Web site at:
http://navymedicine/med.navy.mil/default.cfm?seltab=directives

SAMPLE INTERN LETTER

From: Commanding Officer, (Name of Navy Facility)
To: (Rank), (Full Name), (Corps), USN

Subj: ACTIVE STAFF APPOINTMENT WITH CLINICAL PRIVILEGES UPON
       SUCCESSFUL COMPLETION OF GRADUATE PROFESSIONAL EDUCATION
       (GME1)

Ref: (a) BUMEDINST 6320.66E

1. Congratulations on completing your Graduate Medical Education (GME1) program at this facility. I understand that you are in the process of applying your medical license. It is imperative that you take an active role in expediting this process to completion.

2. Per reference (a), to apply for an active staff appointment you must meet the following prescribed criteria:

    a. License – current, active and non restrictive

    b. Education – appropriate to training

    c. Competent – to perform clinical skills

    d. Ability – to perform clinical skills

3. Upon reporting to your next Command, you will be placed under a plan of supervision until such time as you meet the requirements of reference (a). Completion of your internship program provides the training required to apply for clinical privileges in Operational Medicine and Primary Care Medicine.

                                        CO NAME

                                                              Enclosure (1)

SAMPLE RESIDENT LETTER

From: Commanding Officer, (Name of Command)
To: (Rank), (Full Name), (Corps), USN

Subj: ACTIVE STAFF APPOINTMENT WITH CLINICAL PRIVILEGES UPON
       SUCCESSFUL COMPLETION OF GRADUATE PROFESSIONAL EDUCATION
       (GME 2-6)

Ref: (a) BUMEDINST 6320.66E

1. Congratulations on completing your Graduate Medical Education (GME 2-6) program at this
facility. You have successfully completed your residency in (list specialty) and are now eligible
to apply for a staff appointment and clinical privileges
at your next command.

2. Per reference (a), you have met all criteria required to apply for clinical privileges in the
specialty of (list specialty).

    a. License – current, active, and non restrictive.

    b. Education – appropriate to training.

    c. Competent – to perform clinical skills.

    d. Ability – to perform clinical skills.

3. The Professional Appraisal Report located in your Credentials File is evidence of your
clinical competence in core and supplemental privileges for which you can request. Should you
not meet any of the criteria addressed in paragraph 2, upon reporting to your next command, you
will be placed under a plan of supervision until such time as you meet the requirements of
reference (a).

CO NAME

SAMPLE DENTAL LETTER

From: Commanding Officer, (Name of Command)
To: (Rank), (Full Name), (Corps), USN

Subj: ACTIVE STAFF APPOINTMENT WITH CLINICAL PRIVILEGES UPON
        SUCCESSFUL COMPLETION OF POST GRADUATE DENTAL EDUCATION

Ref: (a) BUMEDINST 6320.66E

1. Congratulations on completing your Post Graduate Dental program at this facility. You have successfully completed your residency in (list specialty) and are now eligible to apply for a staff appointment and clinical privileges at your next command.

2. Per reference (a), you have met all criteria required to apply for clinical privileges in the specialty of (list specialty).

    a. License – current, active and non restrictive.

    b. Education – appropriate to training.

    c. Competent – to perform clinical skills.

    d. Ability – to perform clinical skills.

3. The Performance Appraisal Report (PAR) located in your credentials file is evidence of your clinical competence in core and supplemental privileges for which you can request. Should you not meet any of the criteria addressed in paragraph 2, upon reporting to your next command, you will be placed under a plan of supervision until such time as you meet the requirements of reference (a).

CO NAME

Enclosure (3)